

Chino Valley Adult School is offering

TYPING and EXCEL CLASSES

You will learn how to:

- Recognize keys and keyboard functions
- Improve typing accuracy
- Improve typing speed
- Create and manage workbooks and worksheets
- Manage data and cell ranges
- Create tables
- Perform operations with formulas and functions
- Create charts and objects



***** Upon completion of the typing course, you may earn a typing certificate accepted by the Chino Valley Unified School District***

Typing Class:

When: **September 5th, 7th, 12th, and 14th**

From: 5:30pm to 8:30pm

Cost is: \$20 cash only. NO REFUNDS.

Beginning Excel Class:

When: **September 19th, 21st, 26th, and 28th**

From 5:30pm to 8:30pm

Cost is: \$20 cash only. NO REFUNDS.

Advanced Excel Class:

When: **October 3rd, 5th, 10th, 12th, 17th, and 19th**

From: 5:30 to 8:30pm

Cost is: \$30 cash only. NO REFUNDS.

To Register:

Visit the Chino Valley Adult School

12970 Third St. Chino, 91710

M-Thurs 8am-6pm & Fri. 8am to 2pm

For more Information call us at (909) 627-9613

**Note: Only the first 36 registered students will be accepted due to limited space.*